
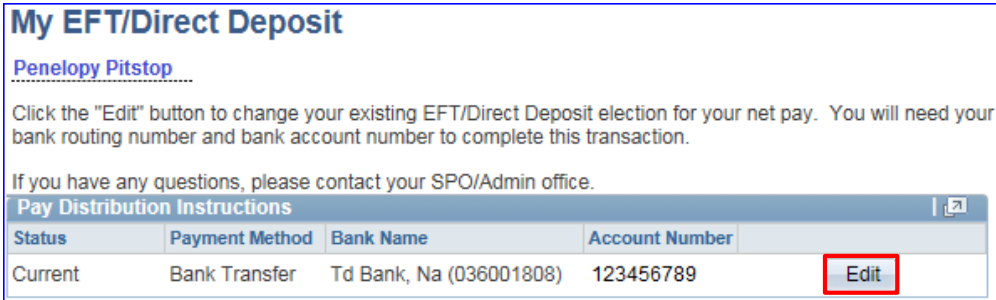


Self Service – Direct Deposit

Introduction This guide provides the procedures for members to edit Direct Deposit account information.

Procedures See below.

Step	Action
1	<p>Select the Direct Deposit link from the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with three columns: Profile, Tasks, and View. The 'Direct Deposit' link under the Tasks column is highlighted with a red box.</p>
2	<p>The current EFT/Direct Deposit account information will display. Click the Edit button.</p>  <p>The screenshot shows the 'My EFT/Direct Deposit' page for Penelopy Pitstop. It includes instructions on how to edit the account and a table of current payment information. The 'Edit' button is highlighted with a red box.</p>

Continued on next page

Self Service – Direct Deposit, Continued

Procedures, continued

Step	Action															
3	<p>The My EFT/Direct Deposit page can now be edited.</p> <div><p>My EFT/Direct Deposit</p><p>Pennelope Pitstop</p><p>Please specify a routing number and account number. Reference a check or statement from your bank account to obtain your account number and routing number or contact your bank to obtain this information. If you have any questions, please contact your SPO/Admin office.</p><div><p>Distribution Instruction Details</p><table><tr><td>Distribution Method:</td><td>Bank Transfer</td><td></td></tr><tr><td>*Account Type:</td><td>Checking</td><td><div>Checking Savings</div></td></tr><tr><td>*Routing Number:</td><td>314074269</td><td>(Be sure to verify; this must be 9 digits)</td></tr><tr><td>*Account Number:</td><td>1234567890</td><td>(Limited to 17 characters; no spaces)</td></tr><tr><td>Bank Name:</td><td>Usaa Federal Savings Bank</td><td></td></tr></table><p>Save</p></div></div> <p>Account Type: Click the drop-down and make a selection.</p> <p>Routing Number: Enter the 9 digit routing number. After entering the routing number, press the Tab key. The Bank Name will populate for verification. It is critical to ensure the correct banking institution is displayed.</p> <p>Account Number: Enter the account number. Verify the accuracy of the account number before saving the transaction.</p> <p>Ensure both the Routing and Account Numbers are completely aligned to the left of the blocks (make sure there are no spaces before the number).</p> <p>When completed, and banking information has been verified, click the Save button.</p>	Distribution Method:	Bank Transfer		*Account Type:	Checking	<div>Checking Savings</div>	*Routing Number:	314074269	(Be sure to verify; this must be 9 digits)	*Account Number:	1234567890	(Limited to 17 characters; no spaces)	Bank Name:	Usaa Federal Savings Bank	
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